

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540.428.8715

Fax: 540.347.5753

**NOTIFICATION OF CATALOG DISCOUNTS**

DATE: May 27, 2003

CONTRACT NUMBER: #C-608105-35

CONTRACT PERIOD: June 1, 2003 – May 31, 2004

DISCOUNT: 35% applied to current catalog prices on all in-stock supplies and teaching materials.

CONTRACTOR: School Specialty  
VN: 630297 100 Paragon Parkway  
Mansfield, OH 44903  
Attention: Contract Sales  
Ph: 888-388-3224 Fax: 888-388-6344  
Rep: Mike Martin  
Ph: 434-239-1889

TERMS: Net 30 days

DELIVERY: As Needed

FREIGHT: Free freight on all in-stock orders. Freight charges for all factory-To school items that include the suffix "N" in the item number will Be prepaid and added to your invoice.

FOR FURTHER INFORMATION CONTACT: Barb Whitehurst, Buyer  
Phone: 540-428-8715

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: **This offer does not represent an exclusive or contractual relationship. Three (3) competitive bids are still required for orders greater than \$2000.00**

By: \_\_\_\_\_  
Barb Whitehurst, Buyer

## INSTRUCTIONS

1. **Orders:** All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.